

**SUPERVISOR OF EMERGENCY MEDICAL SERVICES  
STUDY GUIDE**

A written examination for the class of **SUPERVISOR OF EMERGENCY MEDICAL SERVICES** to be administered in **BOSSIER CITY** on **AUGUST 12, 2015**, will consist of approximately **100** multiple-choice questions. The examination will test your knowledge in the following subject areas:

<b>SUBJECT AREA/KNOWLEDGE</b>	<b>APPROXIMATE % OF EXAM</b>
<b>EMERGENCY MEDICAL SERVICES MANAGEMENT</b>  Knowledge of the principles of effective fire service management, involving management theory and organizational behavior; researching, planning, organizing, directing, inspecting, and evaluating departmental operations; personnel management; and managing equipment, property, and supplies of the Emergency Medical Services Division.	31.0%
<b>RECORDS/REPORTS/CORRESPONDENCE</b>  Knowledge of effective records-management practices, including preparation, content, format, control, and retention, and knowledge of effective report preparation procedures, including the compilation and organization of data into an effective written format for reports and correspondence related to emergency medical services.	7.0%
<b>SUPERVISION</b>  Knowledge of the practices and techniques used in effective supervision in order to plan, organize, direct, and evaluate the work of subordinates; to resolve conflicts; and to maintain discipline.	24.0%
<b>TRAINING</b>  Knowledge of the procedures for evaluating the training needs of the department and for developing and implementing an effective training program, including serving as an instructor.	14.0%
<b>MEDICAL PROCEDURES AT THE EMERGENCY SCENE</b>  Knowledge of first aid, CPR, and emergency medical services sufficient to perform or direct these operations at the emergency scene.	24.0%

## REFERENCE LIST

While the entire list of reference material will be useful to you in your preparation for the upcoming examination, the **majority** of test questions are sourced from those references listed under the Primary List.

### PRIMARY REFERENCE MATERIAL

**EFFECTIVE SUPERVISORY PRACTICES**, International City Management Association (ICMA), 1120 G Street, N.W., Washington, D.C. 20005, 4th ed., 2005.

**NOTE: Obtain through LSU Firemen Training Program or IFSTA Fire Protection Publications.**

**STREETSENSE, COMMUNICATIONS, SAFETY AND CONTROL**, Dernocoeur, Kate Boyd, A Brady Book, Prentice-Hall Building, Englewood Cliffs, New Jersey, 07632, 2nd ed., 1990.

### **INTERNATIONAL FIRE SERVICE TRAINING ASSOCIATION (IFSTA)/ FIRE PROTECTION PUBLICATIONS** (Training Manuals):

Fire Service First Responder, 1st ed., 2000.

Fire and Emergency Services Instructor, 7th ed., 2006.

### **NATIONAL FIRE PROTECTION ASSOCIATION (NFPA) PUBLICATIONS AND STANDARDS:**

**MANAGEMENT IN THE FIRE SERVICE**, Carter, Harry R., and Rausch, Erwin, NFPA, Quincy Mass., 4th ed., 2008.

The local civil service board should make this study guide available to all applicants in whatever manner the board deems appropriate.

While there are no provisions requiring this office to provide study guides for any competitive or promotional examinations, such material will be provided as a service to assist applicants in preparing for an examination. The State Examiner's office has no control whatsoever over the local availability of reference material (mentioned in the study guides), nor do we feel constrained to limit examination questions to only that material which is available locally. Examination content, weighting of subject areas, and length of examination, may vary with each administration of an examination to reflect any updated job analysis information. Percentages and numerical estimations are provided as approximations.